

## Saving a Presentation as a Web Page

One of the best ways to reach people and present information to large audiences is using the Internet. In PowerPoint 2007 you can save a presentation so that it can be easily uploaded onto the Web and viewed as a Web page.

### Save the presentation

1. Click the **Office Button** and select **Save As** from the menu.

The Save As dialog box appears.

2. Navigate to the location where you want to save the Web page.
3. Click the **Save as type** list arrow and select **Web Page** from the list.

4. Click **Change Title**.

The Set Page Title dialog box appears. Here you need to enter the text that you want to appear on the Title bar of the Web browser.

5. Enter the desired title and click **OK** when you're finished.

You return to the Save As dialog box.

6. Click **Publish**.

The Publish as Web Page dialog box appears. There are several options available here:

- **Publish what:** Click **Complete Presentation** to save all slides, or **Slide Number** to specify only certain slides.
- **Display speaker notes:** Select this check box to display your speaker notes on the Web page.
- **Web Options:** Click here to specify additional Web page formatting and display options. See Table 14-1: *Tabs in the Web Options Dialog Box* for more information.
- **Browser support:** To designate support for a particular browser or browser version, select the appropriate option here.
- **Open published Web page in browser:** Select this check box to open the Web page immediately after saving it.

### Exercise

- **Exercise File:** Tourism Assessment14-5.pptx
- **Exercise:** Save this presentation to your Practice folder as a Web page. Open the Web page and navigate through it.

Click here to specify additional options regarding the Web page.

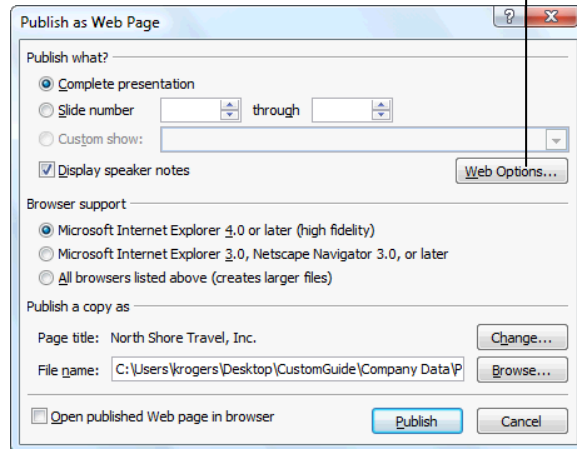


Figure 14-11: The Publish as Web Page dialog box.

Table 14-1: Tabs in the Web Options Dialog Box

<b>General</b>	Set general options, such as whether the Web page should include slide navigation controls and animation effects, or if graphics should be resized so that they appear in proportion with the rest of the Web page.
<b>Browsers</b>	Specify the Web browser and options whose features you want to support in the Web page. Generally, the default browser option should be Microsoft Internet Explorer 4.0, Netscape 4.0, or later.
<b>Files</b>	Unlike PowerPoint presentations that store multiple pages and graphics in a single file, Web pages store their information in several files.
<b>Pictures</b>	Specify the screen resolution that you want to use. The resolution that you specify can affect the size and layout of images on Web pages.
<b>Encoding</b>	If you're using foreign characters, select the language code that you want to use when you save the Web page.
<b>Fonts</b>	If you're using foreign characters, specify the character set that is used to encode the file.

- Specify the appropriate options in the Publish as Web Page dialog box, and click **Publish** when you're finished.

PowerPoint saves the presentation as a Web page and, if specified, displays it in your computer's default Web browser.

**✓ Tips**

- ✓ You can also save a presentation as a Single File Web Page (MHTML format). This format encapsulates all the elements of the presentation into one file, making it easier to store and upload and resulting in smaller file sizes. MHTML files may not be viewable in all browsers, however, and e-mail applications with high security levels may not accept an MHTML file. To save a presentation as a Single File Web Page, select **Single File Web Page** from the Save as type list.

Double-click the Web page you want to open.

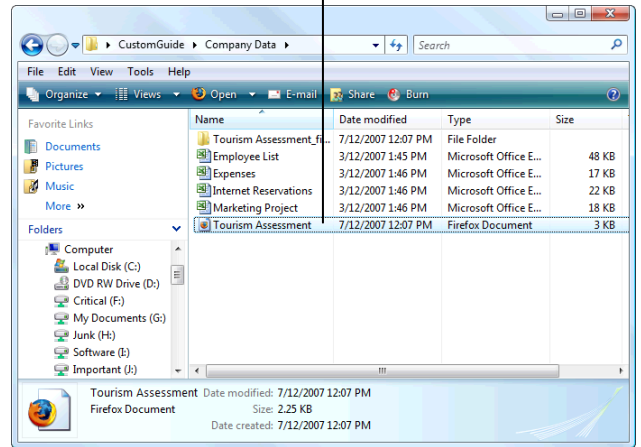


Figure 14-12: Opening a Web page.

**View a Web-based presentation**

Once you have saved a PowerPoint presentation as a Web page, you should preview it in your computer's Web browser to make sure everything looks and works as it should.

- Navigate to the location where the Web page is stored and double-click the Web page file.

The presentation opens in your default Web browser, as shown in Figure 14-13.

- ✓ **Tip:** If your browser is set up to block ActiveX scripts, a message will appear. Follow the prompts to install the ActiveX control.

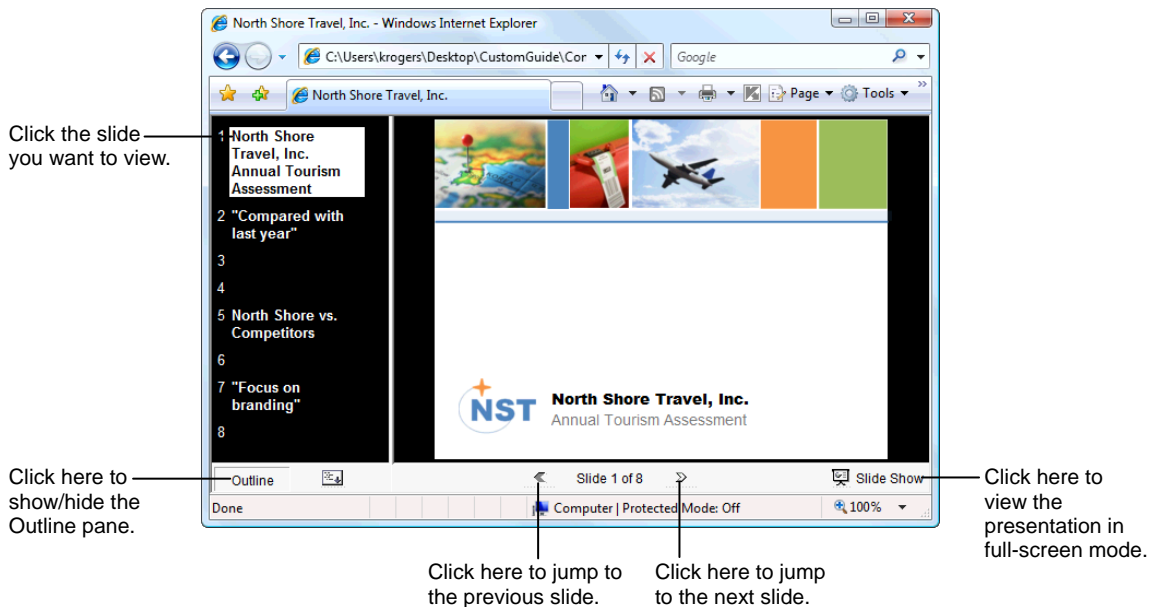


Figure 14-13: The presentation displayed in a Web browser.